



How to Track Value to the Organization

Fill-out this accomplishment template and share it with upper management, your boss, and any advocates. As you become increasingly aware of your achievements, you will grow more comfortable telling others specifically how you provide value to the company.

HOW TO TRACK YOUR VALUE TO THE ORGANIZATION		
	FOCUS ON ACCOMPLISHMENTS	STATE YOUR IMPACT IN TERMS OF MEASURABLE AND MEANINGFUL RESULTS
Internal Feedback	Positive comments that colleagues have made about you or your work.	
Successes	Projects that have been successful. Look at the entire project and break it down into its successful components.	
Outcomes	Positive results that occurred due to your actions.	
Bottom Line Results	Detail the measurable results that underscore the financial impact your accomplishments had on the company.	
External/Client Feedback	Comments from key clients when you've accomplished something positive for them.	
Relationships	Enhanced relationships with other business units.	
Responsibilities	Responsibilities you have fulfilled for your position, the department or the company.	